

MAINTENANCE SUPERVISOR

(Range 125)

DEFINITION

Supervises, plans, coordinates, performs, and manages the work of maintenance staff and outside contractors to ensure the overall physical integrity of all District facilities.

This is a skilled supervisory, position which performs a variety of technical tasks related to assigned areas of responsibility including HVAC installations and repairs, facilities maintenance, renovations, life safety systems, energy management and material management.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and administrative direction from the Assistant General Services Director.

Exercises general supervision over assigned subordinate staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Plans, prioritizes, assigns, supervises and reviews the work of maintenance staff and outside contractors at all District locations. Establishes schedules and allocates resources needed for the inspection, repair, maintenance and installation of heating, ventilation and air conditioning (HVAC) systems and equipment, plumbing and electrical repairs, as well as general building maintenance.
2. Manages, schedules, prioritizes, installs, test, troubleshoots , maintains, inspects, modifies, repairs and performs routine and preventative maintenance and skilled repairs on HVAC equipment such as: chillers, cooling towers, high/low pressure boilers, fan coil systems, variable air volume systems, air handler systems, evaporative coolers, and package-type unitary systems such as water and air source heat pumps and rooftop units, etc.
3. Reviews and approves work orders, establishes priorities, creates work schedules and work assignments. Develops and maintains an efficient and effective method for scheduling, assigning, and ensuring satisfactory completion of work orders for maintenance staff and outside vendors/contractors.
4. Conducts routine inspections of District facilities to determine overall condition and needed repairs. Generates work orders, documents and maintains accurate records on findings. Inspects maintenance, repair, and installation work to ensure conformance to established specifications and that work is completed in a satisfactory manner.
5. Maintains proficiency in and trains staff in the use of computer-operated central building control systems and coordinates the work of outside controls vendors.

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6. Oversees the Facilities Department warehouse and materials management functions. Assist with the disposal of unused furniture, equipment, records, etc.
7. Assists with the oversight and contract compliance for janitorial and landscape maintenance services. Responds to complaints received from District-wide staff and management regarding janitorial and landscape services deficiencies.
8. Performs work order scheduling, assignment, cost tracking, and related functions using a computerized maintenance management system (CMMS).
9. Assist in the management of maintenance and repairs of District vehicles.
10. Meets regularly with Branch staff to review maintenance needs and to discuss status of current maintenance requests for their respective facilities. Responds to questions and concerns from staff members regarding maintenance issues.
11. Coordinates and oversees the on-site work of outside vendors and contractors.
12. Performs fundamental and skilled HVAC related plumbing and electrical repairs.
13. Resolves a wide range of routine and non-routine personnel issues and difficult situations.
14. Works with staff to correct deficiencies, disciplining, and completing performance evaluations.
15. Refers major repairs to the Assistant General Services Director.
16. Adheres to and ensures staff adheres to safe work practices and procedures. Ensures that staff is receiving pertinent general and OSHA required safety training.
17. Identifies resource needs and reviews with Assistant General Services Director.
18. Assists with establishing and maintaining of inventories.
19. Assists with the development of Short and long-range plans for routine, preventive and major maintenance and repair of buildings, equipment, grounds and vehicles and monitors progress toward accomplishment of goals.
20. Participates on interview panels and selection of staff for Facilities Department.
21. Operates, maintains, and secures assigned District vehicle. Maintains and secures assigned tools and equipment.
22. Utilizes personal computers, automated systems, the Internet, e-mail, and on-line tools and resources.
23. Stays abreast of new trends and innovations in the field of HVAC maintenance and the facilities maintenance field. Incorporate new developments as appropriate into maintenance programs.
24. Reads, understands and interprets blueprints, schematics, manuals, building plans

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and specifications related to building systems, structures, equipment, and furniture.

Marginal Functions:

1. Performs building maintenance duties as required.
2. Performs ground's maintenance as required.
3. Performs janitorial duties as required.
4. Performs warehousing and materials management functions as required.
5. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of proper methods, techniques, tools, and materials used in the installation and troubleshooting, maintenance and repair of HVAC equipment.
2. Knowledge of proper methods, techniques, tools, and materials used in rough and finish carpentry, painting, electrical, plumbing, masonry, concrete, roofing, and general commercial building maintenance and repairs; and grounds maintenance and repair.
3. Knowledge of the maintenance and operational requirements of a wide variety of commercial building systems and components.
4. Knowledge of safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
5. Knowledge of proper inspection techniques for maintenance, repair and installation work to ensure conformance to established specifications and performance of quality work.
6. Knowledge of methods and techniques used in pipe fitting, brazing, soldering, and welding.
7. Knowledge of proper methods and techniques used to conduct and document facility condition and safety audits.
8. Knowledge of methods, techniques, tools, and materials used in general building maintenance.
9. Knowledge of operations, services, and activities of a comprehensive HVAC maintenance program.
10. Knowledge of computer operated central building control systems.

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11. Knowledge of electrical and plumbing principles and practices related to HVAC.
12. Knowledge of safe work practices, state and local building codes, and industry accepted maintenance and construction procedures.
13. Knowledge of parts and supply inventory management.
14. Knowledge of effective supervisory techniques and practices.
15. Knowledge of pertinent general and OSHA required staff safety training requirements.
16. Knowledge of work order scheduling, assignment and cost tracking methods, and related functions including use of computerized maintenance management systems (CMMS).
17. Knowledge of cleaning methods, supplies, and equipment.
18. Knowledge of grounds maintenance techniques and requirements.
19. Knowledge of warehouse management methods and procedures.
20. Knowledge of vehicle maintenance and repair requirements.
21. Knowledge of research techniques and the sources and availability of current information.
22. Knowledge of Library District, Branch, and Facilities Department policies and procedures.
23. Knowledge of pertinent Federal, State, and Local laws, regulations, and ordinances.
24. Knowledge of Library District terminology and functions.
25. Knowledge of correct English usage, spelling, punctuation, and grammar.
26. Skill in rough and finish carpentry, painting, electrical, masonry, concrete, and plumbing.
27. Skill in the use of heating, ventilation, and air conditioning systems and equipment and general building equipment.
28. Skill in the safe operation and maintenance of equipment and hand and power tools used in the building and mechanical trades.

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29. Skill in materials management and grounds maintenance work.
30. Skill in the use of personal computers and associated software.
31. Skill in the use of basic office equipment.
32. Ability to accept and manage change and maintain flexibility.
33. Ability to exercise initiative and discretion.
34. Ability to establish and maintain effective working relationships with those contacted during the course of work.
35. Ability to work quickly and accurately.
36. Ability to work under pressure and meet deadlines.
37. Ability to supervise and direct the work of subordinate staff.
38. Ability to work independently and as part of a team.
39. Ability to exercise good judgment and make sound decisions.
40. Ability to perform detailed inspections and analyze repair needs.
41. Ability to interpret schematics, manuals, and drawings related to building systems, structure, equipment, and furniture.
42. Ability to climb ladders onto raised areas, as well as climb and work from scaffolding.
43. Ability to maintain professional relationships with those contacted during the course of work.
44. Ability to direct and evaluate complex projects in process for efficient results.
45. Ability to perform multiple tasks concurrently.
46. Ability to work in extreme heat and cold for extended periods of time.
47. Ability to understand and follow oral and written instructions.
48. Ability to communicate clearly and concisely, both orally and in writing.
49. Ability to interpret, explain, and apply District and Department policies and procedures.

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50. Ability to work both independently and as part of a team.
51. Ability to effectively communicate with and elicit information from difficult, upset and irate individuals.
52. Ability to plan, organize, and conduct meetings.
53. Ability to maintain the mental capacity for effective interaction and communication with others.
54. Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - climbing;
 - lifting and carrying;
 - operating assigned equipment.
55. Ability to maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.
56. Ability to work on-call evenings, weekends, and holidays.

Training and Experience:

High school diploma or GED equivalency required. Seven (7) years of skilled experience in the HVAC trade and facilities maintenance in a commercial building setting, three (3) years of which includes supervisory experience. Successful completion of a recognized apprenticeship as an HVAC mechanic may be substituted for four (4) years of the required experience; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

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Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces; bending, reaching, pushing and stooping; working in confined spaces; climbing ladders; lifting, carrying, or moving moderately heavy items (20 - 50 pounds) and occasionally very heavy items (100 pounds or over); the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, of such devices as offset presses with associated equipment.

Tasks require color perception, sound perception, texture perception, visual perception, perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with frequent exposure to adverse environmental conditions.

FLSA: EXEMPT
CBA: SUPERVISOR I
DEVELOPED: May 9, 2016
REVISED: February 8, 2018
MARCH 14, 2018